

going down swinging

GOING DOWN SWINGING INTERNSHIP PROGRAM

EDITORIAL INTERN

INTERNSHIP DETAILS

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| Reporting to | Editors, Operations Manager and Development Manager |
| Working with | Editors and Going Down Swinging staff located in Melbourne; external suppliers |
| Position type | Voluntary Internship – 7 months, volunteering an average of 0.5 to 1 days per week |
| Salary details | While this is a voluntary position, the successful candidate will receive a stipend of \$50 per month to cover travel or other expenses relating to the internship |
| Internship period | Late-March to Late-October |

ABOUT GOING DOWN SWINGING INTERNSHIPS

The Going Down Swinging Internship Program offers short-term, targeted opportunities to gain valuable arts industry experience in a hands-on environment among a diversity of peers. This is a unique opportunity to develop new skills alongside a team of experts dedicated to inspiring art across the state. The principal purpose of our internship program is to provide the intern with hands-on work experience within a dynamic and engaged editorial environment. A position description has been provided below as a guide, offering applicants an insight into the type of experience that will be gained during this internship. Going Down Swinging will work closely with the successful applicant to ensure that the internship is of benefit to them.

POSITION DESCRIPTION

The Editorial Intern will play a central part in supporting Going Down Swinging's 2019 print edition. The intern will develop valuable experience in the production of a print publication featuring a diverse collection of Australian and international writers and artists. This position may suit someone studying publishing, editing, English and/or creative writing, or with a particular interest in publishing. You'll be given opportunities to research and creatively contribute to various projects while also gaining experience in the nitty-gritty business of producing a print anthology. The intern will be involved in the entire life cycle of the 2019 print edition, from editing works to the production and launch of the publication. As part of the internship, you will:

- Work alongside the Editors and gain an insight into the editing process as it relates to print and online publications
- Learn the steps to publication, including commissioning pieces, working with writers to develop their work, working with a designer, sourcing a printer and putting together a launch event
- Assist with editing works for publication in print
- Write for and assist with publication of work on our website
- Assist with digital marketing, including updating social media and developing EDMs
- Assist with operational activities

Shared responsibilities

- Attend Going Down Swinging team meetings when possible, observe and contribute
- Identify and implement continuous improvement processes

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- Contribute to a culture of safe working, collaboration and mentorship

ABOUT GOING DOWN SWINGING

Going Down Swinging is one of Australia's longest-running and most respected literary journals: publishing digital as well as print and audio anthologies since 1979 and producing sensational, sold-out live events.

For more details check out goingdownswinging.org.au

Editors

Magenta Sheridan

Renata Carli

Operations Manager

Elizaveta Maltseva

Development Manager

Joanna Gould

Online Editors

Georgia Coldebella

Hollen Singleton

Marketing and Design Manager

Matt Tambellini

Digital Developer

Jacqui Hagen

Board

Steve Grimwade

Sandra Boyd

Anna Kelsey-Sugg

Vartika Patel

Elizabeth MacFarlane

Sonia Nair